

Community Preservation Act Committee (CPAC)

Meeting Minutes

Tuesday, September 16, 2014

The meeting was called to order at 7:10 pm by Mary Streeter, Vice-Chair, in the first floor meeting room at the Town Hall.

Committee Members in Attendance: Mary Streeter, Vice-Chair, Jim Oldham, Paris Boice, Laura Lovett, Marilyn Blaustein, Sandra Anderson, Jim Brissette. Absent: Peter Jessop, Ellen Kosmer.

Staff/Others in Attendance: None.

Agenda

- Approve any minutes
- Discuss plans for Public Forum
- Review criteria for submitted projects
- Review submittal deadline dates
- Review meeting dates for coming year
- Topics Chair did not reasonably anticipate 48 hours before meeting

Approve any minutes

Moved by Ms. Streeter to accept minutes as amended, seconded by Mr. Brissette, for minutes of 8/28/14 meeting. Approved 4-0-3.

Discuss plans for Public Forum

Topics discussed:

Ideas for how to collect ideas from participants, logistics, content of forum, and publicity.

Outreach efforts to date: Goal to reach all schools' family/email lists. Various recreation organizations contacted, including LSSE mailing list, Amherst Football and Baseball Associations, and Amherst Youth Soccer (Brissette, Lovett); TMCC list serve and town meeting discussion groups (Streeter); HS PGO and Crocker Farm email list (Oldham).

Ms. Boice to follow up with various organizations and town committees, including Finance Committee, Senior Center, School Committee and Business Improvement District, Grow Food Amherst, and North Amherst groups. Ms. Lovett to post flyers

around town. Mr. Jessup alerted to deadline for newspaper article. Ms. Streeter contacting various news organizations with flyer.

Structure of Forum: Plans for a small attendance and for a larger group discussed.

Agenda discussed. Discussed various goals for the meeting -- to get initial input? To set priorities? Recommended using guiding questions. **See separate document, drafted by Ms. Boice, that summarizes and is based on this discussion, in the form of a detailed agenda for the public forum.** Planned set-up time is 6:30 p.m. the night of the forum, 9/30.

Agenda Items Not Discussed (time ran out):

- Review criteria for submitted projects
- Review submittal deadline dates
- Review meeting dates for coming year
- Topics Chair did not reasonably anticipate 48 hours before meeting -- N/A

Adjournment

Moved by Ms. Boice, seconded by Mr. Oldham, to adjourn that evening. Approved unanimously (Ms. Lovett, Ms Blaustein, Ms. Anderson had to leave before vote taken).

Documents Distributed

- Agenda, 1 page
- Call for Proposals Qualifying for CPA Funding letter, 4 pages
- Prompting Questions for Public Forum from Mr. Oldham, 2 pages
- Community Preservation Plan Forum by Ms. Boice, 3 pages.
- Draft Meeting Minutes, 8/28/14, 4 pages

Respectfully submitted by Jim Brissette, acting clerk

Approved 10/7/14

Planning Notes by Paris Boice:

Community Preservation Plan Forum
Tuesday, September 30th, 2014

- 7:00 Refreshments (Sandy Anderson will contact Atkins to arrange and pick up 4 dozen cider donuts as well as cider, water, cups and napkins)
- 7:05 Welcome from CPAC chair (Peter)

Introduction of Committee (Individual Committee members introduce themselves and state what committee they represent, or if they are at large)

Purpose of Forum: The Community Preservation Act Committee is developing a prioritization plan for the use of Community Preservation Act funds and is seeking public input and guidance. (Peter- This is likely a process that will take some time and there will be future meetings dedicated to creating this plan as well as various ways citizens can provide input i.e. mail, email, facebook, attending meetings)

Agenda Overview (Peter- Provide attendees with agendas and explain the plan for the discussion period)

CPA Law Overview (Peter- Give a general overview of the charge of the committee: The Community Preservation Act Committee (CPAC) is charged with assessing the needs of the Town in those areas identified by the Act, and recommending relevant expenditures to Town Meeting. By state law, CPA funds are to be spent only on community housing, historic preservation, open space, and recreation. A minimum of 10% of the available funds (from the surcharge and the state match) must be set aside each year (although not necessarily spent) for each of three categories of community housing, historical preservation, and open space. Recreation is the fourth recipient, or beneficiary, but is not mandated to receive the minimum 10%.

7:15 Presentation of Past Projects (Paris- PowerPoint Presentation of past projects as well as information on spending to date by category.)

7:25 Discussion (Sandy- Will use markers and flip charts to record this brainstorming session. Will likely need two flip charts, in case we need to split into two smaller groups to facilitate a better discussion. Another committee member will help record notes if this is the case. For Question 3, we will remove pages from the flip chart and tape on the wall to display.)

1. What would you like to see CPA funds used for?

(What are you interested in creating, preserving or maintaining with CPA funds?)

2. How do you feel about how CPA funding has been used to date?

(Do you feel CPA funds have been evenly distributed across the categories? And, should the funds be distributed evenly?)

(What projects are you pleased with/what projects are you disappointed with?)

3. What would you like to see accomplished with CPA funds for Affordable Housing, Historic Preservation, Open Space, and Recreation?

(Affordable Housing-

(Historic Preservation-

(Open Space- Focus on acquisition or preservation of agricultural

land(specific locations)? Creation or restoration of trails(which trails)?

Creation or restoration of conservation areas(which areas)? Acquisition or preservation of conservation land(specific locations)?)

(Recreation-

4. What are your highest priorities for CPA funds in the next two years?

(Focus on specific categories?)

(Focus on one category?)

(Limit recommending funds for specific categories?)

Please fill out an index card before you leave to indicate your highest priority for CPA funds as well as any closing thoughts or questions you still have.

(Mary will bring index cards)

(As you enter the Town Room, the table will be set up with name tags, markers, index cards, agendas, last years proposal letter

<http://www.amherstma.gov/DocumentCenter/View/24052>, overview of CPA allowable uses chart <http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>, and???)

(Another table will have refreshments)